

Background Investigator (1764)
Task List 2017

1. Reviews candidates' completed background interview forms (e.g., Personal History Statement, Release and Waiver, and Personal Qualifications Essay) with each candidate to check for inconsistencies, errors, omissions, falsifications and minimum requirements to ensure accuracy and completion before conducting the candidates' background interview.
2. Obtains and reviews records (e.g., police department check, campus police check, driving record, Child Abuse Central Index, and Firearms Certification) from the Federal Bureau of Investigation (FBI), Department of Justice (DOJ), and State and Municipal law enforcement to determine if a candidate was a witness, victim, suspect or perpetrator of any crime.
3. Obtains and reviews arrest reports, witness statements, and other relevant documents from various agencies (e.g., police, military, courts, or campus police) to determine candidate compliance with POST requirements, and City of Los Angeles Background Investigation standards.
4. Obtains and analyzes reports from credit reporting agencies by checking for financial responsibilities such as collection accounts, past due accounts, charge-offs, bankruptcy, and civil liens in order to evaluate candidate's financial responsibility.
5. Interviews candidates' employers, co-workers, neighbors, law enforcement officials, military personnel, members of their family and personal references via phone, email, and in-person, to determine candidates' character, honesty, work ethic, integrity, and assessing overall qualifications for the position.
6. Makes follow-up inquires to candidates' personal and professional references via phone, email, and in-person to assist in determining credibility of candidates' statements.
7. Observes each candidate during initial contact of a background investigation for the presence of physical indicators of intoxication and/or use of controlled substances.
8. Writes detailed and complete interview statements obtained from various sources (spouse/ex-spouse check, law enforcement references/checks, clarification interview summary) and completes interview forms (e.g., residence check and employment check) for each interviewee in order to allow a reviewer (e.g., Background Unit team leader, group supervisor, case manager, and hiring department representatives) to draw reasonable and logical conclusions about the candidates.

9. Puts together final background investigation packages for presentation to supervisor and management by organizing all investigative material in a specific order in accordance with established background procedures and POST requirements.
10. Keeps an electronic log on a monthly basis to track the progress of each investigation in order to keep management apprised of the status of investigations and identifying staff productivity.
11. Writes a final overall summary and recommendation based upon objective analysis and evaluation of the candidate's complete background, including the Personal History Statement, interviewee statements, and all other information gathered in the investigation, as measured against background standards set forth by the Personnel and Police Departments for review by management and the respective hiring department.
12. Trains new Background Investigators in the techniques, concepts, and administrative procedures related to background investigations (e.g., interviewing techniques and requesting government records) to ensure the standardization and quality of all investigations.
13. Supervises or act as a lead to staff involved in the related duties of a Background Investigator (e.g., reviewing cases, case assignment, monitoring productivity, timekeeping, discipline, and performance evaluations).